



DEPARTMENT OF THE NAVY

NAVAL MEDICAL EDUCATION AND TRAINING COMMAND
8001 WISCONSIN AVENUE
BETHESDA, MARYLAND 20814-6011

NAVMEDEDTRACOMINST 1700.1
OOCMC

10 FEB 2003

NAVMEDEDTRACOM INSTRUCTION 1700.1

From: Commander

Subj: SAILOR OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) OPNAVINST 6110.1G
(c) NAVMEDEDTRACOMINST 1700.2

Encl: (1) Sample Nomination Format
(2) Sailor of the Quarter/Year Evaluation Sheet

1. Purpose. To establish guidelines and procedures for nominating and selecting Naval Medical Education and Training Command (NMETC) Sailors of the Quarter/Year per reference (a). To recognize outstanding Sailors who have displayed a consistently superior and outstanding example in professional knowledge, quality of work, military bearing and character, personal job accomplishment/initiative, teamwork, and leadership skills (appropriate to their paygrade) during the previous quarter/year.

2. Cancellation. NSHSBETHINST 1650.1J

3. Scope. This instruction is applicable to only the NMETC core facility based in Bethesda, Maryland and not its subordinate commands.

4. Organization. To effectively manage this highly important program, the following guidelines are implemented:

a. Establish a recognition program that identifies deserving E-5 and E-6 personnel as Senior Sailor of the Quarter/Year (SSOQ/Y).

b. Establish a recognition program that identifies deserving E-1 through E-4 personnel as Junior Sailor of the Quarter/Year (JSOQ/Y).

5. General Eligibility/Selection Criteria

a. All E-6 and below personnel, including frockees, are eligible for nomination in the appropriate category.

b. Nominees must have served on board Naval Medical Education and Training Command, Bethesda, Maryland for a minimum of six months to be eligible to compete for SSOQ and JSOQ. — —

c. Evaluations for the previous 12 months must have an overall trait average (block 40) of 3.0, or better. A mark of 1.0 in any trait, or "significant problem" in the promotion recommendation block, automatically makes an individual ineligible.

d. Must meet all Navy Physical Readiness Standards for the most recent Physical Fitness Assessment (PFA), per reference (b). —

e. No record of Non-Judicial Punishment (NJP) or courts martial within the previous 12 months. —

f. Must maintain the highest degree of operational readiness.

g. SSOY/JSOY nominees must be recommended for "Must Promote" or "Early Promote" on their most recent evaluation. —

h. Must have exhibited sustained superior performance of primary and collateral duties during the period for which the individual is nominated.

i. Must display a degree of responsibility relative to rank or greater. —

Have specific outstanding accomplishments during the period for which the individual is nominated.

k. Maintained exemplary military behavior.

l. Exhibited superior personal appearance and military bearing.

m. Displayed a positive attitude and demonstrated leadership qualities and/or potential. —

n. Demonstrated self-improvement efforts, such as enrollment in off-duty education programs or correspondence courses during the quarter/year.

o. Exhibits poise (i.e. The manner in which the nominee presents himself/herself during the interview, and how well responsive they are to questions).

p. Demonstrated initiative (i.e. Documented actions of the nominee indicating how well he/she began and/or completed projects, which were beneficial to themselves and/or the command)

q. Displayed community spirit (i.e. Participated in, or contributed to command/departmental activities or community activities that reflected credit on the United States Navy)

6. Action

a. Nominations shall be submitted by Leading Chief Petty Officers (LCPOs) to the Command Master Chief (CMC), via their director, in the format provided in enclosure (1).

b. Directorates shall submit their nomination(s) to the CMC no later than the second Monday of the month, as per the schedule below:

<u>CATEGORY</u>	<u>BOARD SCHEDULE</u>
SSOQ & JSOQ	Jan, Feb, Mar (April Board)
	Apr, May, Jun (July Board)
	Jul, Aug, Sep (October Board)
	Oct, Nov, Dec (January Board)

c. Quarterly boards shall normally convene during the third week of each month established above in bold print, and shall be comprised of at least five Chief Petty Officers from within the command (preferably one from each directorate if possible). The CMC or a senior enlisted member designated in his/her absence (non-voting member) shall serve as chairperson for each board. Actual date, time, and location will be established and published by the CMC.

d. Selection shall be made on the basis of the nomination package and personal interview of each nominee by the selection

board. Enclosure (2) outlines each board's evaluation criteria for all nominee interviews.

e. Each board's selection will be submitted to the Commander via the Deputy Commander for approval.

f. Annual nominations for SSOY/JSOY are based on the calendar year and shall be submitted to the CMC during the last week of December.

g. SSOY/JSOY boards shall be conducted in January, as promulgated by the CMC.

h. Eligible SSOY/JSOY nominees are individuals previously nominated and/or selected for SSOQ/JSOQ for the calendar year who have consistently maintained a level of superior performance.

i. Each directorate shall ensure their nominee(s) are in the proper uniform and available to be personally interviewed by the respective selection board.

j. Subsequent to their selection as SSOQ, JSOQ, SSOY, JSOY, each selectee's directorate shall submit the appropriate recognition write-up/paperwork (i.e., Flag Letter of Commendation or Navy/Marine Corps Achievement Medal with OPNAV 1650/3) to the CMC.

k. Administrative Department shall ensure that appropriate service record entries are made.

l. The Public Affairs Officer will arrange local media and Fleet Hometown News releases.

m. The Bio-Medical Photography Department will provide photographic support for awards ceremonies and provide SSOQ, JSOQ, SSOY, JSOY, pictures for display.

n. The Head of Administrative Support Department will arrange for display of photographs, preparation of letter of commendation, engraving of command plaque, and recognition at the next regular awards ceremony.

o. All selectees for SSOQ, JSOQ, SSOY, JSOY shall ensure they complete their command photo, via the Bio-Medical Photography Department, for display on the quarterdeck.

7. Recognition. The CMC shall ensure personnel selected receive the following recognition and honors:

<u>CATEGORY/PAYGRADE</u>	<u>RECOGNITION/HONORS</u>
SSOQ E-5/E-6	Flag Letter of Commendation Command Photo with Commander's signature Four-day Special Liberty Command Plaque and Nametag Color Portrait for Quarterdeck Command Parking Space for three months Three months exemption from Watchbill Items from various organizations
JSOQ E1- E4	Flag Letter of Commendation Command Photo with Commander's signature Four-day Special Liberty Command Plaque and Nametag Color Portrait for Quarterdeck Command Parking Space for three months Three months exemption from Watchbill Items from various organizations


<u>CATEGORY/PAYGRADE</u>	<u>RECOGNITION/HONORS</u>
SSOY E-5/E-6	Navy/Marine Corps Achievement Medal Command Photo with Commander's signature Four-day Special Liberty Command Plaque and Nametag Color Portrait for Quarterdeck Command Parking Space for one year Three months exemption from Watchbill Items from various organizations
JSOY E1 - E4	Navy/Marine Corps Achievement Medal Command Photo with Commander's signature Four-day Special Liberty Command Plaque and Nametag Color Portrait for Quarterdeck Command Parking Space for one year Three months exemption from Watchbill Items from various organizations

8. Eligibility for Continued SOY Competition. The CMC, along with the LCPOs, shall determine which one of the selectees from the category of SSOY/JSOY shall best represent the command at the NAVMEDEDTRACOM level of competition, per reference (c)

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In addition, the Sailor representing the command at the echelon 3 level (NAVMEDEDTRACOM), or higher, will not be awarded any medal while still competing in the SOY process.

9. Although this instruction is not directly applicable to subordinate activities, they are however required to implement a similar program that recognizes superior performance of their assigned enlisted personnel, in support and compliance of reference (a)


W. T. NUNNS
Acting

Distribution:
List I & II

1700
19 Nov 02

MEMORANDUM

From: Directorate Leading Chief Petty Officer for DFA
To: Command Master Chief
Via: (1) Department Head
(2) Director for Administration (DFA)

Subj: **NOMINATION FOR SAILOR OF THE QUARTER (4TH QTR)**
ICO HN JOHN P. JONES, USN, 123-45-6789

Ref: (a) NAVMEDEDTRACOM INSTRUCTION 1700.1

Encl: (1) Copy of last evaluation - NAVPERS 1616/26(7-95)

1. The subject member is nominated, and meets all requirements, as per reference (a). Additionally, the following information, along with enclosure (1) is provided:

a. **LEADERSHIP:**

b. **BILLET DESCRIPTION/PERFORMANCE:**

c. **COLLATERAL DUTIES:**

d. COMMAND INVOLVEMENT:

e. COMMUNITY INVOLVEMENT:

f. EDUCATION/CORRESPONDENCE COMPLETED WITH GRADE(S):

g. AWARDS:

h. MOST RECENT PRT RESULTS:

Enclosure (1)

i. OTHER ITEMS FOR CONSIDERATION:

j. LCPO COMMENTS:

(Directorate LCPO)
HMC(SW) J. T. SMITH

Date: _____

FIRST ENDORSEMENT

From: Department Head
To: Command Master Chief

1. Nomination forwarded with my highest approval.

LT C. L. DENNIS

Date: _____

SECOND ENDORSEMENT

From: Director for Administration (DFA)
To: Command Master Chief

1. Nomination forwarded with my strongest approval.

CDR G. B. MOORE

SAILOR OF THE QUARTER/YEAR EVALUATION SHEET

Date:

[illegible]

Country Profile

NOTE: BOARD MEMBER'S COMMENTS ON BACK.